

BDE Equal Opportunity Programs Checklist

Proponent for Inspection: Equal Opportunity Office

Point of Contact: _____

Unit Inspected: _____

Date of Inspection: _____

Unit Representative: _____

Unit Phone No.: _____

Inspector's Name: _____

Inspector's Phone No.: _____

Unit Overall Rating: T P U

STANDARDS: "T"= 90% success rate of evaluated tasks with 6 NO GOs or less. "P"= 70% success rate of evaluated tasks with 17 NO GOs or less. "U"= less than 70% success rate of evaluated tasks with 18 NO GOs or more.

INSPECTION CRITERIA:	LEVEL	GO	NO GO	N/A
LEADER INVOLVEMENT:				
1. Has commander appointed an EOR for their unit? IAW AR 600-20, Para 6-3i (12).	BDE			
2. Has the commander published separate policy statements for EO, sexual harassment, and complaint procedures and are they posted throughout the command? IAW AR 600-20 Para 6-3i (11).	BDE			
3. Battalion policy statements forwarded to higher headquarters within 60 days of Commanders assuming command or whenever policy statements are revised? Suppl 1, Para 6-3i (11).	BDE			
4. Does the command maintain an EO line and is the telephone number posted throughout the command? IAW AR 600-20 Para 6-3f (2).	BDE			
5. Are battalion commanders submitting timely and complete QNSR reports (EO Database) not later than the 5 th day of the following quarter.	BDE			
6. Does the battalion conduct SAVs to subordinate units and activities on an annual basis? IAW AR 600-20 Para 6-3i.	BDE			
a) Did the EOR conduct an in and out briefing with Commander or his/her designated representative? Suppl 1, Para 6-3i (9).	BDE			
b) Were focus groups conducted with subordinated units to assess the command climate? Suppl 1, Para 6-3i (9).	BDE			
c) Was an official report provided from the Senior Mission Commander or representative to the Battalion Commander within 30 days of the Staff Assistance Visit? Suppl 1, Para 6-3i (9).	BDE			
7. Did Brigade EOA conduct sustainment training with unit EOR's quarterly? IAW AR 600-20, Para 6-3k (22).	BDE			
8. Does the principal EOR assist commander in the conduct of unit climate assessments? IAW AR 600-20, Para 6-3l (2).	BDE			
9. Has the principal EOR assist complainants by referring them to an appropriate agency (i.e. SJA, IG, Chaplain and EEO)? IAW AR 600-20, Para 6-3l (6).	BDE			
10. Does the command support HQDA recognition programs i.e. EOA of the Year and Civil Rights Meritorious Service Awards (NAACP, FAPAC, FEW, LULAC, and IMAGE)? Are disinterested panels Used in the selection process? IAW AR 600-20, Para 6-3j (19) and Para 6-4.	BDE			
11. Does Battalion EOR keep the commander and the staff informed on human readiness concerns through quarterly EO progress reports analyzing trends of the data and making recommendations to the leadership? IAW AR 600-20, Para 6-3j (6).	BDE			
EOR STAFFING:				
1. Are EOR's utilized IAW AR 600-20 and TRADOC guidance? IAW AR 600-20, Para 6-3i (22).	BDE			
2. Are EOR assigned to the personal or coordinating staff for commanders at Battalion level? IAW AR 600-20, Para 6-5a (1)	BDE			
3. Are EORs assigned to each Company/Battery/Troop, and Battalion? IAW AR 600-20, Para 6-3l and Suppl 1, Para 6-3l.	BDE			
EQUAL OOPORTUNITY ACTION PLANS (EOAP):				
1. Does the command have an approved copy of Brigade Equal Opportunity Action Plan? IAW AR 600-20, Para 6-14a.	BDE			
2. Is the command submitting EOAP data and statistic 10 working days prior to the end of the quarter? Suppl 1, Para 6-16.	BDE			
a) Has commander review QNSR and sign prior to submission to higher headquarters (EOA).				

INSPECTION CRITERIA	LEVEL	GO	NO GO	N/A
b) Has unit submitted monthly report with commander signature to EOA?	BDE			
UNIT ASSESSMENTS				
1. Are company/battery/troop commanders utilizing the Command Climate Survey within 90 days of assuming command and annually thereafter? IAW AR 600-20, App E-1.	BDE			
2. Is battalion EOR coordinating with brigade EOA for implementation and results of Command Climate Survey (DEOCS, TOE version 2.0, focus group, interviews)	BDE			
3. Are company/battery/troop commanders providing feedback to Soldiers within 30 days from the completion of Command Climate Surveys? IAW AR 600-20, Para 6-3i (14).	BDE			
a) Has commander request brigade EOA support for CCS feedback to unit?	BDE			
b) Are units maintaining copy of feedback (MFR) memorandum for record in EO continuity book?	BDE			
c) Is (MFR) memorandum for record posted in unit area or EO board?	BDE			
TRAINING:	-----	-----	-----	-----
1. Are battalion commander and CSM attending annual Senior Leader / Executive-level EO/Sexual Harassment training? IAW AR 600-20, Para 6-15a (4).	BDE			
2. Are units conducting EO/Sexual Harassment training IAW AR 600-20? Para 6-15a (2).	BDE			
a). Is EO/Sexual Harassment training properly documented (i.e. training schedule, training files, and EO database)? IAW AR 600-20, Para 6-15a (2).	BDE			
b). Is EO/Sexual Harassment training small group, discussion based, and interactive? IAW AR 600-20, Para 6-15a (2)	BDE			
3. Are EO/Sexual Harassment training, command climate surveys, and EOA / EOR staffing briefed at the QTB / SATB? IAW AR 600-20, Para 6-15 ^a (1) (a).	BDE			
4. Are EORs trained utilizing the 80 hour TSP? IAW AR 600-20, Para 6-3l.	BDE			
5. Are EOAs conducting sustainment training for subordinate level EORs at least semiannually? Suppl 1, Para 6-3k (10.)	BDE			
SPECIAL / ETHNIC OBSERVANCES:	-----	-----	-----	-----
1. Do standing committees plan Special and Ethnic Observances? IAW AR 600-20, Para 6-19e.	BDE			
2. Are Special and Ethnic Observances adequately publicized? IAW AR 600-20, Para 6-19d.	BDE			
ADMIN SECTION (Hard Copies and Digital):	-----	-----	-----	-----
1. Did the battalion provide a briefing of their EO program to the brigade SAV team? Suppl 1, Para 6-3j (10)	BDE			
2. Maintain the following reference publications: Suppl 1, Para 6-3k (25)	BDE			
a) DoDD 1350.2, DoD Equal Opportunity Program (18 August 1995)	BDE			
b) DoDD 1300.17, Accommodating Religious Practices (3 February 1988)	BDE			
c). DoDD 7050.6 , Military WhistleBlower Protection (23 June 2000)	BDE			
d) AR 600-20, Army Command Policy (7 June 2006)	BDE			
e) AR 690-12, Equal Employment Opportunity and Affirmative Action Plan (4 March 1988)	BDE			
f) AR 190-24, Armed Forces Disciplinary Control Boards And Off-Installation Liaison and Operations (27 July 2006)	BDE			
g) AR 210-50, Housing Management (3 October 2005)	BDE			
h) DA Pam 350-20, Equal Opportunity Training Guide (1 June 1994)	BDE			
i) DA Pam 600-26, The DA Affirmative Action Plan (23 May 1990)	BDE			
j) TC 26-6, Commander's EO Handbook (1 April 2005)	BDE			
k) TRADOC Reg 600-11, Equal Opportunity Action Plan of TRADOC (8 April 2005)	BDE			
l) FLW Reg 350-6, Initial Entry Training (IET) Policies and Administration (17 July 2002)	BDE			

